

LESSON 1 / START HERE

My AI Starting Plan

Choose a small, useful task. You do not need to understand every AI feature to begin. Keep this toolkit and write on the printed pages; nothing is submitted online.

TRY SOMETHING USEFUL

Ideas: plan a simple meal, draft a thank-you note, explain a hobby, or make a packing list.

Three everyday tasks I would like help with

The first task I will try

BUILD A SAFETY HABIT

Use made-up names or general descriptions. Leave out passwords, identity numbers, banking details, and private family information. AI can be mistaken even when it sounds confident.

Details I can leave out or replace

☐ I can explain one useful thing AI can do and one reason to check its answer.

LESSON 2 / ASK CLEARLY

My Everyday Prompt Cards

A prompt is the request you give an AI. Start with one example below, then change the words to fit your life. Do not add sensitive personal information.

1 / HELP ME WRITE

Help me draft a short thank-you note to a neighbor who watered my plants. Make it warm and natural. Leave out names and addresses.

My version

2 / HELP ME UNDERSTAND

Explain how a home Wi-Fi router works in plain language. Use one everyday example. Ask me if I would like a simpler explanation.

My version

3 / HELP ME PLAN

Make a packing checklist for a two-day trip in rainy weather. Group it into clothing, essentials, and optional items.

My version

Improve any answer: Make it shorter. Give me another example. What should I double-check?

☐ I removed private details and read the result before using or sharing it.

LESSON 3 / PROTECT YOUR FAMILY

My Family Safety Plan

A familiar voice can be imitated. Agree privately on a family safe word or phrase before an emergency. Do not write the actual word on this worksheet or enter it into an AI tool.

PAUSE. ASK. CALL BACK.

- Pause before acting on an urgent request.
- Ask the caller for the family phrase. Do not say it first or offer hints.
- Hang up and dial a number you already trust. Do not use a new number supplied by the caller.

Even a correct phrase is only one check. Verify independently before sending money or private information. If the person cannot give it, do not assume they are safe or in danger; use your callback plan.

AGREE PRIVATELY

Choose something memorable that is not a birthday, pet name, or public fact. Share it only with trusted family members. Replace it if it becomes known to others.

Trusted contact 1 / name and known phone number

Trusted contact 2 / name and known phone number

☐ We chose our family phrase privately and practiced calling back.

Cannot reach the person? Contact another trusted person. If you believe there is immediate danger, call your local emergency number. In the U.S., call 911.

Based on FTC family emergency scam guidance and FBI identity-verification guidance. Source links are on page 7 of the complete toolkit.

LESSON 4 / CHECK THE ANSWER

My Answer-Checking Worksheet

Use AI to get started, then check the part that matters. Practice with something low stakes, such as a museum's opening hours or a gardening question.

My question

One claim AI made that I need to check

CHECK THE ORIGINAL SOURCE

Open the actual page, not just the AI's summary. Check who published it, when it was updated, and whether it supports the claim. A link by itself does not prove the answer is right.

Source title or website / date checked

What I confirmed, corrected, or still do not know

☐ I will not act on an important claim that I could not verify.

For decisions about your health, money, or legal situation, involve a qualified professional. AI can help prepare questions; it should not make those decisions for you.

LESSON 5 / KEEP PRACTICING

My Seven-Day Practice Plan

Spend about 10 minutes at a time. You can repeat a day or go more slowly. Each activity pairs a useful skill with a safety habit.

- ☐ Day 1: Pick an everyday task. Remove details the AI does not need.
- ☐ Day 2: Try a prompt card. Read the answer before using it.
- ☐ Day 3: Ask for a clearer answer. Check one factual claim.
- ☐ Day 4: Make your family callback plan. Agree on the code word privately.
- ☐ Day 5: Practice an urgent-call scenario. Use a pretend phrase.
- ☐ Day 6: Create a useful note, checklist, or plan. Correct any mistakes.
- ☐ Day 7: Show a trusted person your result and explain one safety precaution.

The useful result I created

What I checked and the precaution I took

Someone I can ask for help

KEEP NEAR YOUR PHONE

Pause. Ask. Call back.

An urgent call sounds like someone you love. Take a breath. You can care about them and still check who is calling.

1 / PAUSE

Do not rush to send money or reveal private information. A familiar voice or caller ID is not proof of identity.

2 / ASK

Ask for your family's private code word or phrase. Let the caller provide it. Do not reveal it or offer clues.

3 / CALL BACK

End the call. Dial your loved one's saved, trusted number. Even a correct code word does not replace this check.

My first trusted contact / phone

My second trusted contact / phone

IF YOU STILL CANNOT CONFIRM

Contact another trusted person. Do not send money while you are unsure. If you believe there is immediate danger, call your local emergency number; in the U.S., call 911.

Keep the actual code word OFF this card. Never enter it into an AI tool or a public form.

Family safety guidance: FTC and FBI. See source links on page 7 of the complete toolkit, available at lifequestai.com/workshop/handouts.html.

FOR FAMILIES AND FACILITATORS

Practice Together

The goal is a useful result and a habit of checking. Read instructions aloud, allow extra time, and offer help without taking over.

A FIVE-MINUTE FAMILY CALL PRACTICE

- Agree that this is a pretend scenario. Never use a real emergency or your real family phrase in a group.
- One person plays a caller asking for urgent money. The other practices pausing, asking for the phrase, and ending the call.
- Practice finding a saved contact and explaining how you would call back. Do not place calls to emergency services during practice.
- Discuss what felt difficult and how a trusted person could help.

FINISH WITH SOMETHING USEFUL

Each participant shows a note, checklist, explanation, or plan they made with AI. Ask: What did you change? What did you check? What private information did you leave out?

PRINTING AND PRIVACY

Print on U.S. Letter paper at Actual Size, or use Fit for A4. Single-sided printing leaves room for notes. Keep completed contact sheets private. The website does not collect worksheet answers or family code words.

SOURCES FOR FAMILY SAFETY

FTC: Scammers Use Fake Emergencies To Steal Your Money. Explains voice impersonation and independently contacting family.

Read the FTC guide

FBI: Identity-verification recommendations, including a private family word or phrase (December 19, 2025).

Read the FBI guidance

Sources checked September 2026. Find clickable sources and all downloads at lifequestai.com/workshop/handouts.html.